

DEPARTMENTAL POLICY

Policy 13-6
Revised August 2, 2004

INDIANA TEST METHOD OR PROCEDURE COMMITTEE

1. Policy

The Indiana Department of Transportation will engage in the development and maintenance of Indiana Test Methods or Procedures (ITM). These ITMs will be written documentation of various test procedures, general testing instructions, programs, and protocols which are used by the Department and not covered by ASTM, AASHTO or other national Standard Specifications. This will be accomplished through the office of the Chief Engineer.

2. Guidelines:

- a. The ITM Committee will be established, consisting of the following positions, or their appointed representatives:

Chief, Materials & Test Division – Chairman
District Materials & Test Engineer (2 year rotating participation)
Quality Assurance Engineer
Materials Engineer
Chief Geotechnical Engineer
Materials Services Engineer (Secretary)
Chief, Contracts & Construction Division
FHWA – Pavement & Materials Engineer (Non-Voting)

- b. In addition, an advisory panel of non-voting industry representatives will be established and consist of the following positions, or their appointed representatives.

Executive Director, Indiana Division, American Concrete Paving Association
Executive Director of the Asphalt Pavement Association of Indiana (APAI)
Executive Director of Indiana Mineral Aggregates Association (IMAA)
Executive Director of Indiana Constructors, Inc. (ICI)

- c. The Chief, Materials & Test Division will be responsible for the coordination of meetings to review proposed ITMs or revisions of existing ITMs. There will be three meetings scheduled per year, one in March, July, and November. Additional meetings will be scheduled as need arises.
- d. Any proposed Agenda items must be submitted and sponsored by an INDOT committee member at least four (4) weeks prior to the meeting.

- e. The ITM Committee Agenda will be distributed at least two (2) weeks prior to the meeting.
- f. Minutes of the ITM Committee meetings will be kept and sent to the Chief Engineer.
- g. The ITM Committee will recommend and the Chief Engineer will approve all ITMs prior to implementation. Editorial changes will not require approval of the Committee, but may be made by the Chief, Materials and Tests Division.

3. **IMPLEMENTATION:**

- a. The Chief Engineer will approve appointment of the members to the ITM Committee.
- b. The ITM Committee will meet at the Materials & Tests Division; 120 South Shortridge Road; Indianapolis, IN 46219.
- c. The Chairman of the ITM Committee will set the meeting dates in January of each year and may call additional meetings as deemed necessary.
- d. The Chief Engineer will be responsible for approving all recommendations and all actions by the ITM Committee. These recommendations and actions will be kept on file by the Secretary.
- e. The Secretary will distribute the approved ITMs to all of the ITM committee members, the Industry panel, and post the approved ITMs on the web page after approval by the Chief Engineer.
- f. The ITM Index, showing the number, title, and latest revision and edited date, will be maintained at the Materials & Tests Division by the Secretary.

4. **RESPONSIBILITY:**

- a. The ITM Committee with the approval of the Chief Engineer will be responsible for preparing and maintaining the test methods and general testing related instructions, programs, and protocols for the Department which are not covered by ASTM, AASHTO or other national Standard Specifications.

Approved By:

Richard Smutzer
Chief Engineer

August 2, 2004
Date of Approval